Montreat—Anderson College

1973—74

Student Handbook

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1973-74

College Calendar for 1973-74

FIRST SEMESTER

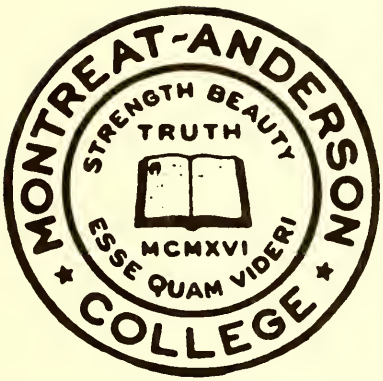
August	23-24	Thursday-Friday	Faculty Workshop
	25	Saturday	New students to be on campus by 5 p.m.
	26	Sunday	Opening Worship Service 11 a.m.
	26-28	Sunday-Tuesday	Orientation and Advising
	27	Monday	Continuing students return after 2 p.m.
	29	Wednesday	Registration
	29	Wednesday	Opening Convocation 8 p.m.
	30	Thursday	Classes begin
September	1	Saturday	Testing and activities for all students
	7	Friday	Last day for adding classes
	27	Thursday	Last day for dropping classes without receiving grade of "F"
	29	Saturday	Parents' weekend
October	6	Saturday	Mt. Mitchell Day
	18	Thursday	Mid-term
	18	Thursday	Long weekend begins at 4:15 p.m.
	23	Tuesday	Classes resume
November	5-9	Monday-Friday	Advising for Spring term - classes as usual
	15	Thursday	Registration for Spring term, 3 p.m.
	21	Wednesday	Thanksgiving vacation begins 4 p.m.
	26	Monday	Classes resume
December	11-14	Tuesday-Friday	Exams
	14	Friday	Fall term ends

SECOND SEMESTER

January	4-5	Friday-Saturday	Faculty Workshop
	6	Sunday	New students to be on campus by 5 p.m.
	7	Monday	Advising and registration of new students
	7	Monday	Continuing students return after 2 p.m.
	8	Tuesday	Classes resume
	12	Saturday	Testing and orientation for all new students
	13	Sunday	Opening church service 11 a.m.
	15	Tuesday	Last day for adding classes
February	1	Friday	Last day for dropping classes without receiving grade of "F"
	4-10	Monday-Sunday	Interim Week. Required of all
March	1	Friday	Mid-term
	1	Friday	Spring vacation begins at 4 p.m.
	11	Monday	Classes resume
April	8-12	Monday-Friday	Advising for Fall term-classes as usual
	14	Sunday	Easter
	27	Saturday-	Exams
May	1	Wednesday	Exams
	5	Sunday	Baccalaureate and Commencement

SUMMER SESSION

May	6	Monday	Registration
	7	Tuesday	Classes Begin
June	1	Saturday	Session Ends



All Students are asked to bring this book to college with them and will be held responsible for knowledge of its contents.

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ALMA MATER

How dear to our hearts will the memory be
Of the days we have spent in thy care,
When within thy dear halls we have lingered awhile
All thy gifts and thy blessings to share.
So the memory of thee will ever remain
While we think of each dear hallowed scene;
And the bonds of true loyalty, blest through the years,
Our affections will ever keep green.

Then, to thee, Alma Mater, we'll ever be true,
Though the coming years scatter us far;
And ideals you taught us will ever be bright
Shining out as our life's guiding star.
We will cherish thy name wherever we roam,
And forever thy praises repeat.
Hail to thee, Alma Mater, our happiest days
Are the days we have spent in Montreat.

MONTREAT - ANDERSON COLLEGE
MONTREAT, NORTH CAROLINA 28757

April 24, 1973

OFFICE OF THE PRESIDENT

Dear Students:

You are the most important group in the Montreat community. The rest of us are here to help you and guide you as you continue to grow in stature, wisdom and spiritually.

The school year 1972-73 was a good one. That group of students left behind a firm foundation for you to build upon. History for the academic year 1973-74 is whatever you make it. I challenge you to help make it a great year.

Student Government is an important part of Montreat-Anderson College. The honor system is an essential part of a Christian college. I hope that you will see that it works in the classroom, in the resident hall and all phases of your life while a student at Montreat-Anderson.

The Student Christian Association is an active group and you can make some lasting friendships by being a part of it. You should be involved in the social activities and group programs. They need you.

Montreat-Anderson College needs friends, freshmen and funds. You can help with all of these by speaking well of the college wherever you go and by acting responsibly at all times. Lets make this school year the kind that others will want to be a part of and support.

On behalf of the board of trustees, administration and faculty, I welcome you and wish you well.

My door is open for a visit any time. I hope you will come by when I can be of help. I want to know you and your parents as individuals.

Sincerely yours,

Silas M. Vaughn

Silas M. Vaughn

The Honor System

Life at Montreat-Anderson College is based on the belief that the ideal community is made up of honorable individuals. Mutual trust and consideration are essential to such a community, and it is for these that we strive.

Each student and faculty member has a responsibility for himself and for every other member of the college community. The failure of one person to live honorable is in part the failure of all. The movement of one individual toward complete understanding of Christian living is a step toward honorable living for the whole college.

For this reason the students of Montreat-Anderson College have accepted the "Honor System", under which each student agrees to try to discipline his own life and to be ready to help all others to discipline their lives toward the goal of a community in which each member will merit trust and respect. It is in large part due to the acceptance of faculty and students of the Honor System as a way of life, that the "Spirit of Montreat" is a reality, not only on the campus, but wherever former Montreat students are found.

THE HONOR CODE

Under the Honor Code, you, the student, are on your honor not to lie, cheat, or steal, and, if you do, you are on your honor to report yourself within twenty-four hours to a member of the Honor Court. If you see another student lying, cheating, or stealing, you are on your honor to confront him by asking him to report himself to a member of the Honor Court, and, if he does not do so within twenty-four hours, you are to report him.

The Honor Code places upon you a dual responsibility. First, you are responsible to see that you conduct yourself in accordance with the Honor Code. Secondly, you also are responsible insofar as possible to see that your fellow students do likewise. This system places considerable responsibility for self government on the students themselves. This college believes that mature students are capable of handling this serious responsibility. You are the governing system and you are responsible for its success.

THE HONOR PLEDGE

I PLEDGE WITH GOD'S HELP TO UPHOLD THE HONOR CODE OF MONTREAT-ANDERSON COLLEGE. I STATE MY ACCEPTANCE OF THE PRINCIPLES EXPRESSED IN THIS HONOR SYSTEM AND PLEDGE TO LIVE SO AS TO MAKE IT MEANINGFUL TO MYSELF AND TO THE COLLEGE COMMUNITY.

Student Judicial System

(Excerpt from SGA Constitution)

ARTICLE V-JUDICIAL BRANCH

Judicial Bodies--The Judicial Branch of the SGA shall consist of the Honor Council, Intermediary Council, Interdormitory Council, and Dormitory Councils.

SECTION 1
(HONOR COUNCIL)

A. Membership--THE HONOR COUNCIL SHALL BE COMPOSED OF FIVE VOTING MEMBERS, ONE EX-OFFICIO MEMBER, AND TWO OFFICIAL BUT NON-VOTING ADVISORS. THE MEMBERS SHALL BE AS FOLLOWS:
   1. President--Rising Sophomore to be elected in the spring;
   2. Two other members of the rising Sophomore class (one man and one woman). One shall be elected as Vice-President, and the other shall be elected as Secretary;
   3. Two Freshman Representatives (one man and one woman) to be elected after mid-term grades are reported for the first semester. Those elected will serve until the mid-term reports of the following school year, at which time two new Freshman Representatives shall be elected. In the event one or both of these should be unable to serve the first nine weeks of the semester of the following year, the Honor Council will appoint qualified persons from the SGA Legislature to fill the temporary vacancy.

B. DUTIES OF THE HONOR COUNCIL--THE DUTIES OF THE HONOR COUNCIL SHALL BE TO HEAR EVIDENCE CONCERNING AND TO TAKE ACTION ON ALL CASES APPEALED TO IT, AND TO REVIEW CASES FROM OTHER COURTS REGARDING DISCIPLINARY PROBATION SUSPENSION-EXPULSION, OR REQUEST TO WITHDRAW. CASES MAY BE APPEALED TO THE HONOR COUNCIL BY A DEFENDANT SO LONG AS HE MAKES HIS APPEAL, IN WRITING, WITHIN TWENTY-FOUR HOURS OF SENTENCING BY THE COURT OF ORIGINAL JURISDICTION: OR, IN CASE A DEFENDANT'S APPEAL TO HONOR COUNCIL IS BASED ON THE DEVELOPMENT OF NEW EVIDENCE RELEVANT TO HIS CASE, IT MAY BE MADE AT ANY TIME DURING THE COURSE OF THE SENTENCE GIVEN BY THE COURT OF ORIGINAL JURISDICTION BECAUSE OF THEIR INABILITY TO ENFORCE SUCH SENTENCES, OR BECAUSE OF THE INEFFECTIVENESS OF SUCH SENTENCES IN REFORMING THE BEHAVIOR OF OFFENDING INDIVIDUALS. IF AN APPEAL FROM EITHER QUARTER BE PRESENTED, THE SENTENCE OF THE COURT OF ORIGINAL JURISDICTION SHALL BE SUSPENDED, PENDING THE VERDICT OF THE HONOR COUNCIL. THE HONOR COUNCIL SHALL ALSO PRESENT A MONTHLY STATEMENT TO THE SGA LEGISLATURE AND THE ADMINISTRATIVE COMMITTEE DETAILING THE NUMBER AND TYPES OF CASES HANDLED.

C. Duties of Officers:
   1. President--The duties of the President shall be to:
      a. See that all data relevant to cases under consideration is gathered;
      b. Notify all members of the Honor Council of the time and place of meetings;
      c. Inform the student under consideration that he is to appear before the Honor Council;
      d. Call and preside over all meetings of the Honor Council;
      e. REPORT THE DECISION OF THE HONOR COUNCIL TO THE DEFENDANT AND TO THE COURT OF ORIGINAL JURISDICTION:

2. Vice-President--The duties of the Vice-President shall be to:
   a. Perform all duties of the President in his absence;
   b. Assist the President in any way requested by the President.
3. Secretary--The duties of the Secretary shall be to:
   a. Record in detail all discussions and decisions pertaining to each case;
   b. Keep a permanent record of all cases handled by the Honor Council in the Dean of Students' office;
   c. SUBMIT, IN WRITING, TO THE SGA LEGISLATURE AND THE ADMINISTRATIVE COMMITTEE, COPIES OF THE DECISIONS OF THE HONOR COUNCIL WITHIN FORTY-EIGHT HOURS OF THE MEETING AT WHICH THEY ARE MADE;
   d. PUBLICLY POST DECISIONS OF THE HONOR COUNCIL AT THE REQUEST OF THE DEFENDANT (WHO SHALL, OF COURSE, REMAIN ANONYMOUS).
4. Court Consultant--The duties of the Court Consultant shall be to:
   a. Serve as consultant of Honor Council;
   b. Advise the accused of his rights;
   c. Familiarize the accused with Honor Council procedure;
   d. Inform the accused of the nature and seriousness of the charge against him;
   e. Exercise all the priviliges of an Honor Council member, except voting.

D. Rights of the Accused
1. A DEFENDANT APPEARING BEFORE HONOR COUNCIL, OR ANY OTHER BRANCH OF THE SGA JUDICIARY, CANNOT BE REQUIRED TO TESTIFY AGAINST HIMSELF.
2. ONCE THE HONOR COUNCIL, OR ANY OTHER BRANCH OF THE SGA JUDICIARY, HAS DRAWN A CHARGE, the Council is committed to that charge, and shall not commit itself to any other charge during said case. In the event that a violation other than the one under consideration is discovered by the Council, the Council shall view this as a separate matter, and shall not allow its discovery to prejudice its verdict.
3. A DEFENDANT APPEARING BEFORE THE HONOR COUNCIL, OR ANY OTHER BRANCH OF THE SGA JUDICIARY, HAS THE RIGHT TO HEAR HIS ACCUSER FACE TO FACE.

E. Decisions--DECISIONS OF THE HONOR COUNCIL SHALL BE MADE BY MAJORITY VOTE, OR BY UNANIMOUS VOTE, WHERE APPROPRIATE. THE FOLLOWING ARE THE DECISIONS WHICH MAY BE MADE BY THE HONOR COUNCIL:
1. BY MAJORITY VOTE, TO UPHOLD OR OVERTURN THE DECISION OF THE COURT OF ORIGINAL JURISDICTION. SENTENCES MAY BE INCREASED OR DECREASED IN THE FOLLOWING WAYS:
   a. Disciplinary Probation--Disciplinary Probation means that a student may not represent the College in any activity for the specified time of the Disciplinary Probation.
   b. Suspension--Suspension requires that the student leave the campus within twenty-four hours after the final decision is made, and must not return for the specified time of the Suspension. Further, Suspension means that at a specified future date the suspended

student is either eligible to return or eligible to apply for re-admission.

c. Requirement to Withdraw--Requirement to Withdraw requires that the student withdraw at the end of the given semester or at a specified time. He may at some future date (this being left to his own discretion) apply for re-admission.

d. Expulsion--Expulsion requires that the student leave the campus within twenty-four hours after final sentencing, and must not return. Expulsion is for an indefinite time period.

F. Contempt of Court--Contempt of Court includes the following items. It shall be dealt with by the court of original jurisdiction.
   1. Willful violation of a decision of a Council.
   2. Willful withholding of information from a Council, EXCEPTING CASES OF SELF-INCRIMINATION.
   3. Failure to appear before a Council without valid reason (validity to be determined by the Council involved).

G. Disqualification--No member of the Honor Council shall sit in a case involving himself, his roommate, or a relative. IN SUCH A SITUATION, HE SHALL PICK A NON-VOTING COUNCIL MEMBER TO REPRESENT HIM, EXCLUDING THE COURT CONSULTANT.

H. Meetings--Meetings shall be held as often as necessary.

I. THE HONOR COUNCIL MAY REFER TO THE DEAN OF STUDENTS, IN CONSULTATION WITH THE PRESIDENT OF THE HONOR COUNCIL, ANY CASE OCCURRING ONE WEEK BEFORE OR DURING THE FORMAL EXAMINATION PERIOD AT THE END OF EACH SEMSTER.

J. Replacement of Permanent Vacancies--These vacancies are to be filled by the Executive Committee of the SGA. The Honor Council is to make recommendations to the Executive Committee. Such recommendations shall not be binding.

K. QUORUM--A QUORUM SHALL CONSIST OF FIVE VOTING MEMBERS AND AT LEAST ONE ADVISOR.

L. APPEALS--ANY DEFENDANT HAS THE RIGHT TO APPEAL A DECISION OF THE HONOR COUNCIL TO THE ADMINISTRATIVE COMMITTEE, PROVIDED THAT SUCH APPEAL IS FILED, IN WRITING, WITH ANY MEMBER OF THE ADMINISTRATIVE COMMITTEE WITHIN TWENTY-FOUR HOURS OF THE VERDICT OF THE HONOR COUNCIL. APPEALS OF A VERDICT OF THE HONOR COUNCIL WHICH ARE BASED ON THE DEVELOPMENT OF NEW EVIDENCE MAY BE FILED, IN WRITING, WITH ANY MEMBER OF THE ADMINISTRATIVE COMMITTEE AT ANY TIME DURING THE COURSE OF THE SENTENCE.

SECTION 2
(INTERMEDIARY COUNCIL)

A. MEMBERSHIP--THE INTERMEDIARY COUNCIL SHALL BE COMPOSED OF THREE MEMBERS OF INTER-DORMITORY COUNCIL (APPOINTED BY THE CHAIRMAN OF INTER-DORMITORY COUNCIL), ONE DAY STUDENT, A MEMBER FROM EACH DORMITORY (ELECTED BY THE DORMITORY, AND ONE OFFICIAL BUT NON-VOTING ADVISOR TO BE ELECTED BY THE INTERMEDIARY COUNCIL FROM AMONG THE MEMBERS OF THE FACULTY AND/OR ADMINISTRATION AT THEIR FIRST MEETING OF THE ACADEMIC YEAR. THE CHAIRMAN SHALL BE ELECTED BY THE INTERMEDIARY COUNCIL FROM AMONG ITS MEMBERSHIP.

B. Duties of the Intermediary Council--The duties of the Intermediary Council shall be to determine the jurisdiction of cases

in question; evaluate cases referred from the Honor Council because of mishandling of said cases; presentation of new evidence, need for clarification (arising from review); and explain to lower courts their reasons for referral. THE INTERMEDIARY COUNCIL SHALL ALSO HAVE JURISDICTION OVER CASES INVOLVING DAY STUDENTS, CASES REFERRED TO IT BY DORMITORY AND INTERDORMITORY COUNCILS, AND ALL CASES WHICH IT DEEMS INAPPROPRIATE FOR CONSIDERATION BY OTHER COUNCILS OTHER THAN HONOR COUNCIL.

C. ANY DEFENDANT HAS THE RIGHT TO APPEAL A VERDICT OF THE INTERMEDIARY COUNCIL TO THE HONOR COUNCIL, PROVIDED THAT SUCH APPEAL IS FILED, IN WRITING, WITH A MEMBER OF THE HONOR COUNCIL WITHIN TWENTY-FOUR HOURS OF THE VERDICT OF THE INTERMEDIARY COUNCIL. APPEALS OF A VERDICT OF THE INTERMEDIARY COUNCIL WHICH ARE BASED ON THE DEVELOPMENT OF NEW EVIDENCE MAY BE FILED, IN WRITING, WITH ANY MEMBER OF THE HONOR COUNCIL AT ANY TIME DURING THE SENTENCE PERIOD.

SECTION 3
(INTERDORMITORY COUNCIL)

A. Membership--The Interdormitory Council shall be composed of all Dormitory Presidents AND ONE NON-VOTING ADVISOR APPOINTED BY THEM (THE ADVISOR MAY VOTE TO BREAK A TIE).
   1. Chairman--To be one of the Dormitory Presidents, elected by the Interdorm Council immediately after spring installations of the newly elected officers.
   2. Vice-Chairman--To be one of the Dormitory Presidents, elected by the Interdormitory Council immediately after spring installations of the newly elected officers.
   3. Secretary--To be one of the Dormitory Presidents, elected by the Interdormitory Council immediately after spring installations of new officers.
   4. ONE MEMBER OF THE FACULTY AND/OR ADMINISTRATION, TO BE APPOINTED BY THE DORMITORY PRESIDENTS IMMEDIATELY AFTER THE SPRING INSTALLATIONS OF NEW OFFICERS, WHO SHALL SERVE AS AN ADVISOR.

B. Duties of the Interdorm Council:
   1. To promote a continuity of policies affecting dormitory life.
   2. To hear evidence concerning and to take action on all cases where more than one dormitory council is involved.
   3. To present a monthly report to the Legislature reporting the number and types of cases handled by the Interdorm Council.

C. Duties of Officers:
   1. Chairman--The duties of the Chairman shall be:
      a. To call and preside over all meetings of the Interdorm Council.
      b. To notify all members of the Interdorm Council of the time and place of meetings.
      c. To appoint committees as deemed necessary.
      d. To see that all data gathered is relative to the case.
      e. To inform the student under consideration that he is to appear before the Interdorm Council.
      f. To report the decision of the Interdorm Council to the student.
   2. Vice-Chairman--The duties of the Vice-Chairman shall be:
      a. To perform all duties of the Chairman in his absence.
      b. To assist the Chairman in any way deemed necessary by the Chairman.

3. Secretary--The duties of the Secretary shall be:
   a. To keep the minutes of all meetings of the Interdorm Council.
   b. AT THE REQUEST OF THE DEFENDANT (WHO SHALL, OF COURSE, REMAIN ANONYMOUS), TO PUBLICLY POST DECISIONS OF THE INTERDORM COUNCIL.
   c. To record in detail all discussions and decisions pertaining to each case.
   d. To keep a permanent record of all cases and minutes of business meetings in the judicial file in the Dean of Students Office.
4. Bailiff--The duties of the Bailiff shall be:
   a. To lead the Council in prayer before each meetings.
   b. To present witnesses to the Council.
   c. To inform witnesses of their rights before the Council and TO SWEAR THE WITNESS TO TRUTH.

D. Rights of the Accused
   1. A student being tried before the Interdorm Council cannot be required to testify against himself.
   2. Any student convicted by the Interdorm Council shall have the right to appeal to the Honor Court if he desires and does so within a 24-hour period unless new evidence is developed.

E. Decisions--Decisions of the Interdorm Council shall be made by a simple majority vote. Members shall vote by secret ballot. The Interdorm Council may make recommendations to the Honor Council of suspension, expulsion, disciplinary probations, and requirement to withdraw. The following are disciplinary actions that may be taken by the Interdorm Council.
   1. Campus
      a. A "Campus" requires that the student not leave the campus at any time during the specified period of punishment.
      b. If a student breaks his campus, actions will be taken by the Honor Court.
   2. Restrictions
      a. "Restrictions" requires that the student not leave his dormitory during the specified length of time except to go to classes, Chapel, mandatory college functions, library, and meals.
   3. Disciplinary Probation

F. No member of the Interdorm Council shall sit in a case involving himself, his roommate, or relative. IN SUCH CASES HE SHALL PICK A MEMBER FROM THE DORMITORY COUNCIL TO REPRESENT HIM.

G. THE INTERDORMITORY COUNCIL MAY REFER TO THE DEAN OF STUDENTS IN CONSULTATION WITH THE PRESIDENT OF THE DORMITORY IN WHICH THE CONFLICT OCCURS, ANY CASE OCCURRING ONE WEEK BEFORE OR DURING FORMAL EXAMINATION PERIOD AT THE END OF EACH SEMESTER.

H. QUORUM--A QUORUM SHALL CONSIST OF ALL DORMITORY PRESIDENTS OR THEIR REPRESENTATIVE AND THE APPOINTED ADVISOR.

I. THE INTERDORM COUNCIL SHALL MEET WHEN DEEMED NECESSARY.

SECTION 4
DORMITORY COUNCIL

A. Membership--The Dormitory Council shall be composed of the President of the Dormitory and the Hall Counselors and Assistant Hall Counselors residing in the Dormitory.

The Head Resident shall act as advisor (without vote).

B. Selection of Personnel:
   1. Students interested in serving in any of the above mentioned positions must fill out the form provided for this purpose. From the information contained in the forms and other available data, the selection of the personnel will be made by the Dorm Presidents, Head Residents, and the Deans of Students, who constitute the Personnel Committee.
   2. The applicants chosen will be eligible to run for President of the dormitory. They will be nominated by separate polls for men and women.
   3. Secretary-Treasurer--To be elected within the Dorm Council by the Dorm Council.
   4. Fire Marshal--To be appointed by the Council from its own membership.
   5. Social Chairman--To be elected by the Council but not necessarily from its own membership. He is to plan all social and service activities for the dormitory.
   6. Chaplain--To be appointed by the Dormitory Council.

C. Duties of Dormitory Council--The duties of the Dormitory Council shall be:
   1. To hear evidence concerning and take action on minor questions of student conduct.
   2. To hear appeals for WARNINGS given by dormitory officers.
   3. To review the assignment of WARNINGS given by the dormitory officers.
   4. To promote high dormitory morale.
   5. TO PRESENT A REPORT TO THE HONOR COUNCIL REPORTING THE NUMBER AND TYPES OF CASES HANDLED.

D. Meetings--The Dormitory Council shall meet once a week and more often if deemed necessary.

E. Quorum--In the Dormitory Council a quorum shall consist of a three-fourths majority (excluding the CHAIRMAN of the membership of the Council).

F. Disciplinary Decisions--The following are disciplinary actions that may be taken by the Dormitory Council"
   (See explanation under Interdormitory Council.)
   1. Disciplinary Probations (to be approved by Honor Council)
   2. CAMPUS
   3. HALL RESTRICTION
   4. OFFICIAL WARNINGS--OFFICIAL WARNINGS SHALL BE GIVEN BY ANY MEMBER OF THE DORMITORY COUNCIL FOR UNNECESSARY NOISE, ABSENCE FROM DORMITORY MEETINGS, AND FOR FAILING TO HONOR "DO NOT DISTURB" SIGNS. UPON RECEIPT OF TWO WARNINGS, A STUDENT SHALL BE REQUIRED TO APPEAR BEFORE THEIR DORMITORY COUNCIL, FOR APPROPRIATE DISCIPLINARY ACTION. IF A STUDENT RECEIVES ANOTHER WARNING, HE MAY BE REQUIRED TO APPEAR BEFORE HONOR COUNCIL FOR APPROPRIATE DISCIPLINARY ACTION. IF A STUDENT THEN RECEIVES ANOTHER WARNING HE MAY BE REQUIRED TO APPEAR BEFORE THE ADMINISTRATIVE COMMITTEE FOR FINAL DISPOSITION OF CASE.
   5. Such other decisions as the council may deem appropriate (with the exception of suspension, expulsion, and requirement to withdraw).
   6. RIGHT TO APPEAL--ANY DEFENDANT PLACED ON "CAMPUS" OR "RESTRICTION" BY HIS DORMITORY COUNCIL HAS THE RIGHT TO APPEAL THAT DECISION TO THE HONOR COUNCIL, PROVIDED THAT SUCH APPEAL IS FILED, IN WRITING WITH ANY MEMBER OF THE HONOR COUNCIL WITHIN 25 HOURS OF THE VERDICT OF THE DORM

COUNCIL. APPEALS OF A VERDICT OF A DORMITORY COUNCIL INVOLVING "CAMPUS" OR "RESTRICTION" WHICH ARE BASED ON THE DEVELOPMENT OF NEW EVIDENCE MAY BE MADE, IN WRITING, TO ANY MEMBER OF THE HONOR COUNCIL AT ANY TIME DURING THE SENTENCE PERIOD.

G. Room Search--Room searches shall be conducted with the stipulation that the occupant reserves the right to be in his room at the time it is being searched. A room search must be approved by A MEMBER OF THE ADMINISTRATION AND THAT MEMBER MUST BE PRESENT IN THE ROOM WHILE IT IS BEING SEARCHED.

H. Duties of Officers:

1. President--The duties of the President shall be:
   a. To assume major responsibility for the entire dormitory. He will be responsible together with the Head Resident for the welfare of members of the Dormitory of which he is President, and see that all rules and regulations of the College community are maintained and observed.
   b. To call and preside over all Dormitory Council meetings and dormitory meetings.
   c. To inform the student in writing, of any decisions of the Council affecting him.
   d. To appoint committee within the dormitory whenever necessary.
   e. To give WARNING for violation of dormitory regulations.
   f. To serve as a representative to the Student Legislature of the SGA.
   g. To serve as a member of the Interdorm Council.
   h. To plan and execute (in consultation with the Head Resident and Fire Marshall) all fire drills.
   i. To be responsible for the closing of the dormitory at night.
2. Secretary-Treasurer--The duties of the Secretary-Treasurer shall be:
   a. To record all minutes of the meetings of the Dormitory Council and dormitory meetings and present typed copies of these to the President and Advisor (Resident Counselor) within forty-eight hours after the meeting.
   b. To post typed copies of all action taken by the Dormitory Council within FORTY-EIGHT HOURS, AT THE REQUEST OF THE DEFENDANT (WHO SHALL, OF COURSE, REMAIN ANONYMOUS).
   c. To attend to all financial matters of the dormitory.
   d. To keep a written record of all the finances of the dormitory.
   e. To give WARNINGS for violation of dormitory regulations.
   f. To keep a permanent record of all WARNINGS, minutes, and cases handled by the Dormitory Council in the judicial file in the Dean of Students office.
   g. To assume all the duties of the President in his absence.
3. Hall Counselor--The duties of the Hall Counselor shall be:
   a. The Hall Counselor is head of the Council for his particular hall or floor and works under the supervision and guidance of the dormitory Council. It will be his business to maintain all rules and regulations of his Dormitory per se, the Student Government Association and the College which includes the following:
      1. To help keep order on his hall.
      2. To give WARNINGS for violation of dormitory regulations.
      3. To help direct fire drills.

4. To conduct hall meetings whenever necessary.
5. To serve as a member of the Dormitory Council.

b. The Hall Counselor will be expected to exert a positive attitude and influence on the entire dorm but especially on his own hall and to help create cooperative resident hall living and cooperation with the College Community generally.

c. At the end of each four weeks, each Hall Counselor will provide a written report of conditions on his floor to the Dorm President, Head Resident, and Dean of Students. The necessary forms will be provided by the Dean of Students for this purpose.

d. The Hall Counselor will assist the Head Resident in the inspection of rooms FOR CONDITIONS HAZARD TO HEALTH and will serve as host at the desk for six hours each week at a time agreed upon by the Head Resident and the President of the Dormitory.

e. In case of illness or injury, the Hall Counselor will be responsible for contacting the Head Resident and in his absence the Infirmary.

f. In case of emergencies the Hall Counselor is the Head Officer on his floor.

4. Assistant Hall Counselor--The duties of the Assistant Hall Counselor shall be:

a. His duty is to work in cooperation with the Hall Counselor in all of the areas of his responsibility, which includes the following:

1. It is his special responsibility to see that an atmosphere of quiet is maintained on the hall during study and quiet hours.
2. To give WARNINGS for violation of dormitory regulations.
3. To help direct fire drills.
4. To assume all the duties of the Hall Counselor in his absence.
5. To serve six hours a week as host at the dormitory desk.
6. To serve as member of the Dormitory Council.

I. Council Positions--The following are positions to be filled on the Dormitory Council:

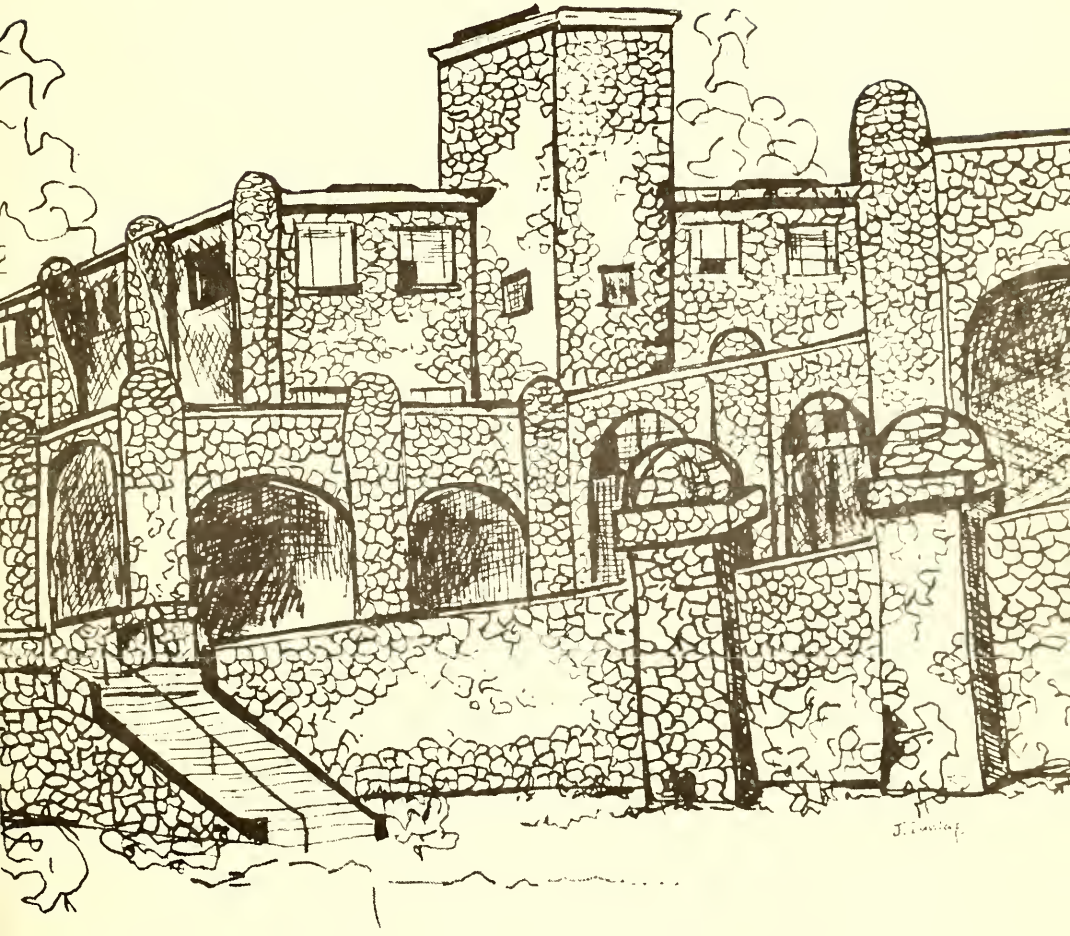
a. Each Woman's Dormitory will have a Head Resident, a Student President and sufficient Hall Counselors to supervise each floor of the Dormitory.

b. Each Man's Dormitory will have a Student President and sufficient Hall Counselors to supervise each floor of the dormitory. The dormitory may also have a Head Resident.

J. Removal from Office:

1. Upon sufficient grounds of incompetency AND/OR neglect of duty, the President of the Dormitory may be removed from office by action of the President of SGA, a committee of three appointed by him in consultation with the Dean of Students and Head Resident.
2. The Hall Counselor or Assistant Hall Counselor may be removed from office through the recommendations of the Head Resident AND the Dorm President.
3. An appeal may be made by the officer removed to the Honor Council.
4. Vacancies occurring during the year will be filled by sophomores or freshmen applying for the position.

College Regulations



Regulations of the College

> "The Presbyterian Founders of Montreat-Anderson College were men of strong conviction and clarity of purpose. They proposed in their Charter 'that those attending the college receive a sound and thorough Christian Education suitable to their needs.'"

You have chosen to attend a church college, established and supported by church people. You have become a citizen in a college community which seeks to live by Christian ideals and moral standards.

The Administration

During the past several years, responsible student leadership has established a tradition of effective student government at Montreat-Anderson College. The Administration is grateful for this valuable contribution to the College Community and pledges its support and counsel to those students charged with the responsibility of maintaining this tradition.

When any violation of College or Student Government regulation occurs, the case is usually considered in one of the student courts except for those cases reserved for consideration by the Administrative Committee. Occasionally, however, special circumstances in a disciplinary case warrant action or consideration by the Administration.

In accordance with this statement and because the administration is responsible for every facet of College life, the President of the College, the Dean of the College, and the Dean of Students reserve the right to handle special cases of discipline and reserve the right to review regulation changes made by the student legislature.

General Behavior
(Action By The Administrative Committee)

At Montreat-Anderson College the individual is given as much freedom in the exercise of his rights and responsibilities as is consistent with the well-being of the entire college community. However, the College reserves the right to exclude or dismiss any student whose character and morals are not consistent with ideals of the college, or whose influence is detrimental to it.

Respect for Property
(Action by Administrative Committee)

It is expected that each student will keep the room he occupies clean and orderly. Rooms will be inspected regularly by the Resident and the Student Hall Counselor and a report made to the Dean of Students who will determine when violations require disciplinary action.

Any damage to a room or its furnishings will be paid by the student involved if known or by the students occupying the room.

Damage to any part of one of the college dormitories (other than the individual student rooms) must be shared equally by all residents of the particular dormitory involved when the responsible party or parties are not apprehended. The proportionate share shall be the total cost of the repairs of replacements divided by the total number of residents in the given dormitory at the time of the damage or destruction.

The obligations incurred above shall constitute a debt to Montreat-Anderson College and shall be subject to all provisions and regulations pertaining to such debts.

Any student guilty of vandalism (deliberate destruction of property), shall be subject to disciplinary action by the Administrative Committee. He shall be subject to disciplinary probation, suspension or expulsion. In every case in which his parents are providing financial support, they shall be informed of the offense and the action taken.

Property not owned or supervised by the College is off limits to the student unless he has written permission from the owner with prior approval from the Dean of Students.

Room Decorations

There shall be no public display in windows or in hallways or other public rooms of decorations or materials which could give offense.

Since it is recognized that accepted standards of good taste and propriety impose certain limits on room decorations, it shall be left to the individual student's discretion, subject to the regulations in the Handbook, as to the appropriateness of the internal decorations of individual rooms. However, it is expected that he will display

on the walls of the room only such pictures and decorations as are in accord with the ideals and moral standards of this college.

ATTENDANCE AT COLLEGE FUNCTIONS
(Action by Dean of Students)

The Board of Trustees has passed the following resolutions:

> "That the Board of Trustees affirm its conviction that corporate worship is an essential feature of the life of a Christian academic community, that participation in worship is an important element in the student's educational experience in a church college."
>
> "That the Board of Trustees instruct the administration and faculty that chapel be conducted each week as an act of corporate worship by the college community. That faculty and staff be urged to attend regularly and that students be required to attend. That faculty, staff, and students be urged to gather for corporate worship on the Lord's Day."

Students are urged to attend regularly the church of their choice, Sunday evening vesper services, and prayer meeting. (No meeting of required attendance is to be scheduled at the time of the weekly Wednesday night prayer meeting--7:15 p.m. to 8:00 p.m.)

As a part of the Montreat-Anderson College way of life, all resident students shall attend General Studies and upon satisfactory completion shall receive one-half credit each semester.

a. Chapel services (each Thursday)
b. College convocations (as scheduled)
c. Official college functions (as announced).

Day students shall be present at official college functions.

Students who over cut will be required to appear before the Dean of Students.

Freshmen and new students shall be required to attend scheduled orientation meetings.

It will be the responsibility of the Dean of Students' office to keep a record of attendance at chapel, college convocations and official college functions, and to provide for excuses when they are warranted.

Possession or Use of Illegal Drugs
(Action by Honor Council and the Administrative Committee)

Students who possess, consume, or sell any drug, on or off campus, are in serious violation of College regulations. Such persons will be tried by Honor Council or by the Administrative Committee. The Administrative Committee will have the responsibility to review all cases concerning drugs. Action will range from rehabilitative consultation to expulsion.

Alcoholic Beverages
(Action by Dean of Students)

Montreat-Anderson College is opposed as a matter of principle to the use of alcoholic beverages by students.

Drinking or being in possession of alcoholic beverages in the dorm, on campus, or being under the influence on campus will result in a minimum of disciplinary probation or a maximum of expulsion.

Students are responsible for seeing that their dates abide by the regulations.

The above regulations apply equally to day students when they are on the Montreat-Anderson College campus and when they are dating a resident student.

Any misconduct by a student involving the use of alcoholic beverages shall subject the offender to disciplinary action.

Gambling
(Action by Honor Council)

Gambling by students is forbidden.

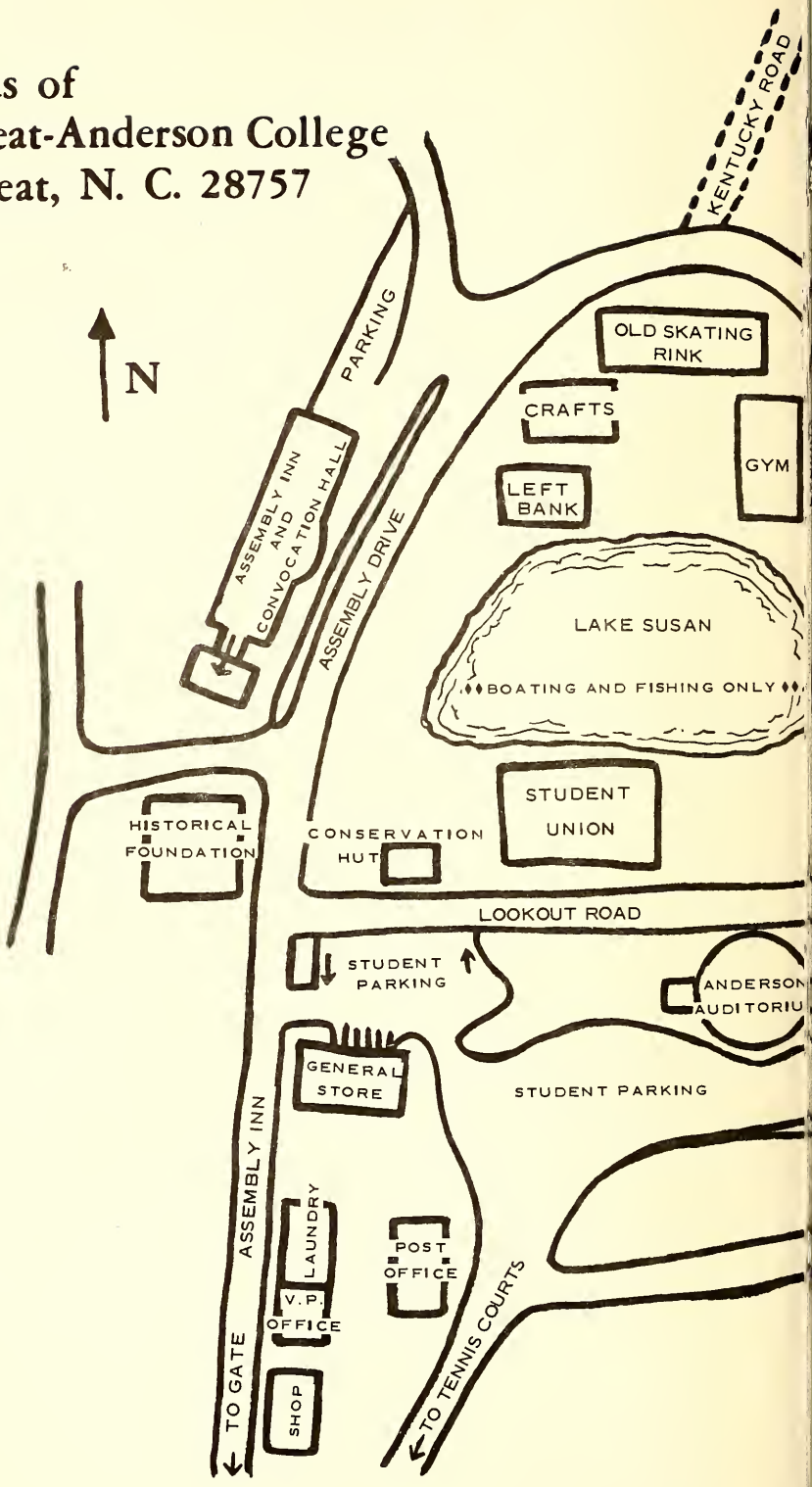
Hazing
(Action by Honor Council)

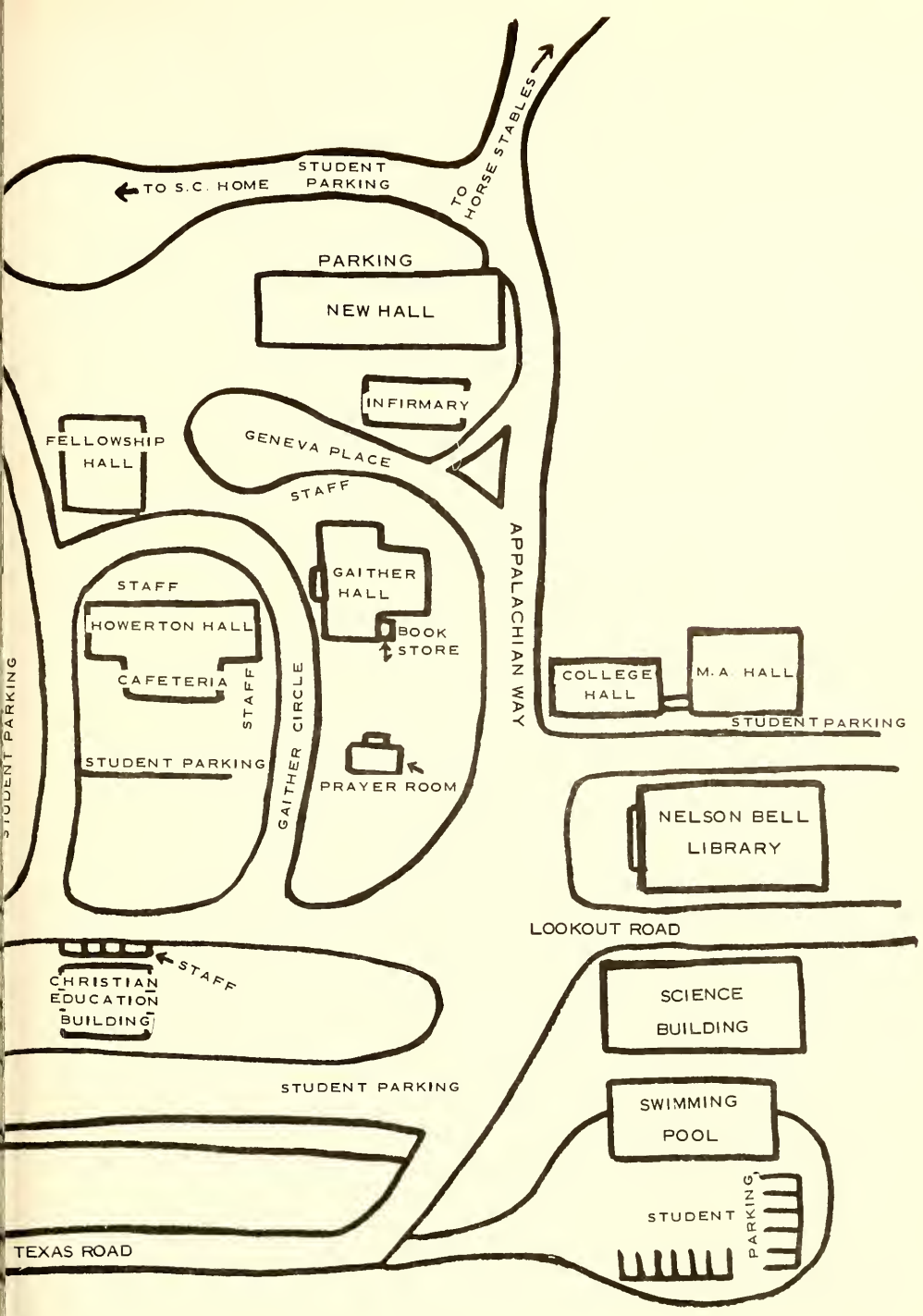
Any type of physical or verbal punishment, humiliation, or intimidation by any student of another is forbidden.

Firearms and Explosives
(Action by Interdormitory Council)

The possession of firearms (except in accordance with regulations governing the Conservation Club), BB guns, pellet guns, air guns, firecrackers, or explosives of any kind is prohibited on the campus.

Campus of Montreat-Anderson College Montreat, N. C. 28757




TO S.C. HOME
STUDENT PARKING
TO HORSE STABLES
PARKING
NEW HALL
INFIRMARY
FELLOWSHIP HALL
GENEVA PLACE
STAFF
APPALACHIAN WAY
STAFF
GAITHER HALL
HOWERTON HALL
BOOK STORE
CAFETERIA
STAFF
STUDENT PARKING
GAITHER CIRCLE
PRAYER ROOM
COLLEGE HALL
M.A. HALL
STUDENT PARKING
NELSON BELL LIBRARY
LOOKOUT ROAD
STAFF
CHRISTIAN EDUCATION BUILDING
SCIENCE BUILDING
STUDENT PARKING
SWIMMING POOL
STUDENT PARKING
TEXAS ROAD

New Organizations
(Action by Administrative Committee)

The College does not approve of secret organizations, social fraternities, or sororities of any kind or of special groups whose membership is limited other than by interest.

A new organization (i.e. one not included in the list of Clubs and Organizations) may be authorized provided correct procedures are followed as established by the Dean of Students' Office.

Living Off Campus
(Action by the Administrative Committee)

All regular students are required to register as dormitory residents unless they are married or commuting students living with their family, or when because of special circumstances, some other arrangement has been made with the Dean of Students.

Student Convictions
(Action by the Administrative Committee)

Any student convicted in a court of law will be subject to investigation and possible disciplinary action.

CAR REGULATIONS

All student automobiles or other motorized vehicles (whether operated by resident or day students) shall be registered with the Dean of Students' Office. Upon registration, the student will be issued a bumper sticker. Vehicles without a sticker may not park on the college premises.

When a student receives a parking permit, he is expected to allow his car to be searched by the security officers or by an authorized officer of the college. Refusal to allow a car to be searched will result in the revocation of the student's right to keep a car on campus.

Students on disciplinary and/or academic probation may not have a car or motorized vehicle on campus unless it is approved by the Dean of Students for hardship cases.

All other resident students may have a car on campus provided they secure a bumper sticker from the Dean of Students. Any vehicle issued a permit for campus use must be the possession of the student making application or of someone

in the immediate family of that student. Once a permit has been issued to a vehicle, that permit may not be transferred to another vehicle.

Violations

A. Operation of a motor vehicle which causes a disturbance will constitute a violation, and will subject the driver to action by the Dean of Students.

B. Driving a motor vehicle carelessly or driving under the influence of alcohol will constitute a violation, and will subject the driver to action by the Dean of Students.

C. Failure to pay fines within three days of receiving a citation will result in an additional $3.00 penalty. If suitable arrangements to pay, or if the payment has not been made within 15 days, the parking sticker of the offender will be revoked.

Responsibility

A. The person in whose name a vehicle is registered at Montreat-Anderson College will be held responsible for any violation involving the vehicle incurred by the registrant or other operators.

B. Montreat-Anderson College cannot assume responsibility for any motor vehicle or its contents.

MOTEL REGULATION

Women students are not permitted to sign out overnight to a place of public accommodation unless circumstances require, in which case written permission must be secured from the Dorm Resident and from the parents at least 24 hours before time of departure.

Written permission must be obtained from parents of a male student for a female student to sign out overnight to his home. This permission and the permission of the girl's parents must be filed with the head resident of the hall in which the student resides.

FIRE EQUIPMENT
(Action by the Dean of Students)

Fire alarms and fire extinguishers are placed throughout the college buildings for the security of the community and in order to meet insurance regulations. The Dean of

Students will impose severe discipline on any student who makes unauthorized use of or interferes in any way with the efficient functioning of this equipment.

ACADEMIC REGULATIONS OF THE COLLEGE

Class Attendance

Students are expected to attend classes regularly. They are responsible for any work discussed or assigned in every class for which they are registered. General attendance regulations are as follows:

A. During the first nine weeks of the first semester, freshmen and transfer students will have no unexcused cuts. During the second nine weeks, those not on Academic Probation may have one unexcused cut in a one- or two-hour class and two unexcused cuts in any other class.

B. After the first semester of the first year, students not on Academic Probation may have one unexcused absence for each credit hour of the course as stated in the catalog.

C. Students with 3.5 average are not restricted in the number of absences allowed except as stated in D 1 and D 2, below.

D. Exceptions:

1. No unexcused absence is allowed from a test announced as much as a week ahead.

2. Attendance regulations for labs, Physical Education activity courses, and chorus are at the discretion of the instructor, who will inform the students and the Academic Dean, in writing at the beginning of each semester, of the practice to be followed.

3. Absences on the two class days before and after holidays count double.

4. In 3-hour classes that meet twice a week, each absence will count as 1-1/2 cuts.

Absences will be excused only when the student shows to his instructor within one week after his return to class an official slip signed by:

A. the Academic Dean--for official representation of the College, or

B. the Dean of Students--for special circumstances so designated by the Dean of Students, or

C. the School Nurse--for illness in the infirmary or the hospital, or for day students, when evidence of illness satisfactory to the School Nurse is presented.

Copies of these excuses will be filed by the office issuing them.

If the student should take more than the allowed number of unexcused absences, he will be required to have a conference with the Academic Dean or the Dean's representative to present reason why he should be allowed to remain in the course.

Absences are counted from the opening day of classes.

There may be a rare situation in which a student is absent because of extended illness; however, if this absence extends beyond twenty per cent of the total number of class meetings, the student will receive a failing grade and be dropped from the course. This action may be appealed to the Academic Dean by the student or the instructor.

Tardies may be considered at the discretion of the instructor. If the instructor does establish a policy, he must present it in writing to the class at the beginning of each semester.

It should be the responsibility of the instructor to record absences, to warn the student before he reaches the limit of absences allowed, to inform the Academic Dean of eny excessive unexcused absence, and to inform the Academic Dean when the student has received an F and been dropped from the course because of excessive absence.

ACADEMIC PROBATION

Students are required to make a specified quality point average in order to remain in good standing. Those who fail to gain a QPA of 1.50 after their first semester and 1.75 thereafter will be placed on Academic Probation.

The intent of Academic Probation is to encourage the student to discipline his time and to form systematic study habits in an effort to improve his performance.

Students placed on Academic Probation will be limited to thirteen academic hours exclusive of P.E. activity courses and chorus. They will have no unexcused cuts in any course nor will they undertake work or extracurricular responsibilities without permission of the Dean of the College. Other requirements may be announced at the time a student is placed on probation.

The status of Academic Probation may be withdrawn at mid-semester from all students who gain a QPA of 2 or above.

ACADEMIC SUSPENSION

The Administration reserves the right to suspend or drop a student from the college because of poor scholarship. Any student on Academic Probation who fails to meet the requirements of his probationary status will be subject to academic suspension. Any other student who, in the opinion of the Academic Standards Committee, is consistently neglectful of his academic responsibilities will be suspended.

In this matter students have the right of appeal to the Academic Dean. Those who are suspended may seek re-entry to the college after one semester and may be readmitted on probation. Academic suspension or probationary status may be lifted as a result of successful work in summer school.

POINT AVERAGE

Quality points are assigned according to the following system:

1 Semester hour with a grade of A counts 4 points.
1 Semester hour with a grade of B counts 3 points.
1 Semester hour with a grade of C counts 2 points.
1 Semester hour with a grade of D counts 1 point.
1 Semester hour with a grade of F counts 0 points.

Quality point average is determined by dividing the number of quality points by the number of semester hours attempted. For example: 3 semester hours of B (9 quality points), 6 semester hours of C (12 quality points), 3 semester hours of D (3 quality points), and 3 semester hours of F (0 quality points) provide a total quality point average (QPA) of 1.6.

GRADING PERIODS

The final grade in each course is assigned and recorded at the end of each semester. In addition, mid-semester progress reports of superior, satisfactory, or unsatisfactory

are made by the faculty and reported to parents or guardians. These mid-semester reports do not become a part of a student's official record. Teachers of independent study courses may, at their discretion, submit NR (no record) grades at mid-semester.

Extracurricular Participation

For first-semester Freshmen there will be no restriction until mid-term notices are given. Any first-semester Freshman who fails to be making C or better on at least 9 hours of work will not be permitted to represent the college in any contest or public performance.

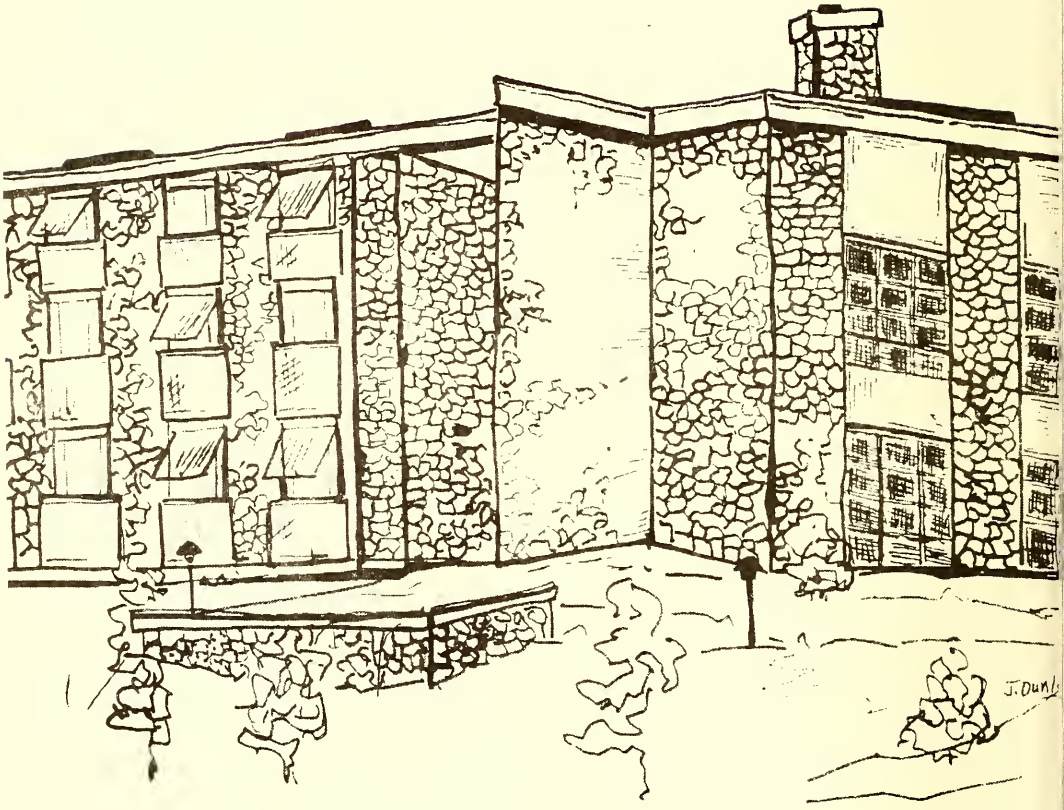
For participation in other activities such as intramural sports, on campus club programs, or club activities which do not conflict with the student's class schedule, there will be no eligibility requirements.

Generally a GPA of 1.5 is required for representing the college in athletics, chorus, etc.

TUITION AND FEES

Basic charges and special instructional fees for each semester are due and payable to Montreat-Anderson College on or before the first day of class for each semester. FINAL ADMISSION AND ENROLLMENT CANNOT BE GRANTED TO A STUDENT UNTIL SATISFACTORY FINANCIAL ARRANGEMENTS HAVE BEEN MADE WITH THE TREASURER OF THE COLLEGE.

Student Government Regulations



Student Government Regulations

General

These regulations are based on the assumption that most student behavior in college is governed by the good judgment and common sense of the student. The following regulations are intended to provide the minimum regulations necessary for successful community life and to give each student maximum opportunity for successful adjustment to college life.

Number of weekends allowed away from college

1. During the first two weeks of the orientation period at the beginning of the college year, Freshmen are restricted to campus.

2. After the first two weeks of the orientation period, students may use their discretion in choosing the number of weekends away from the campus.

Damage to college property (See College Regulations, Respect for Property)

1. Resident students are held responsible for any damage to their room or dormitory, and damage charges will be made to the occupant involved.

2. All students are responsible for college property and will be held accountable.

Meetings

1. Before a class meeting can be held and any action taken, a quorum of 40 per cent of the class must be present.

2. All meetings must be conducted by parliamentary procedure.

3. Because of the importance of full student participation and the difficulty of group planning with only partial membership present, attendance will be required for the following:

   a. Student Convocation each Tuesday (1 official warning)
   b. Hall meetings (1 official warning)

c. Class Meetings (on call)
d. House Meetings (1 official warning)

4. An excuse for absence from the above meeting must be obtained from the respective president before the meeting.

Explanation of the Disciplinary System (See Student Judicial System Section in Handbook)

Delegation of Responsibility by Student Government

1. The officers of the SGA, as well as the other students, have come to college to acquire an education.

2. For this reason the Dormitory Councils, the Inter-dormitory Council, and the Honor Council may turn over to the Administration any disciplinary case serious enough to require a trial, should the case arise within the week before or during the formal examination period at the end of each semester.

Recording of Disciplinary Action

1. The first Monday of each month, the Secretary-Treasurer in the respective dormitories is to report the assigned campuses, restrictions, and official warnings to the president of the Honor Council who in turn is to report these to the Honor Council. The Secretary of the Honor Council is to report these to the office of the Dean of Students for recording.

2. The policy for recording disciplinary action on permanent records is determined by the administration of the college.

Telephones

Local calls should be limited to 10 minutes per call.

Dress Regulation

The Student Government Association does not feel that it should regulate individual modes of dress. Reasonable discretion in clothing and appearance is expected of all students.

1. Slacks may be worn to classes and to meals with the exception of Sunday dinner. It is suggested

that women wear skirts or dresses, etc; and men wear coats and ties to show due respect for those guests coming on campus.

2. Shorts may not be worn to classes.

3. Weather permitting, students may go barefoot on campus, with the exception of classes and Gaither.

Student Government Regulations for Men Students

Dormitory Living

Dormitories are to be reasonably quiet at all times; very quiet during study hours Monday through Friday and after 12:00 at night.

Visiting in Women's Dormitories

Men are to observe regulations for visiting hours in women's dormitories. Proper entrances for men are through the front doors leading to the lobbies.

The lobbies in the women's dormitories are open to men from 11:00 a.m. to 12:00 p.m. and on Sunday from 11:00 a.m. to 12:00 p.m. Exception is made when dates wish to meet women students for church on Sunday morning.

Student Government Regulations for Women

Signing In and Out

When leaving the campus during the day and when leaving the dormitory after 7:30 p.m., a student must sign out on her regular sign-out card: the time leaving, the person accompanying, the destination, and expected time of return. When returning to the dormitory, the student must sign in the time of return.

Official warnings will be given for each failure to sign in or out of the dormitory and for failure to fill in the sign-out card with complete information.

Students may not sign in until their dates have left the dormitory. Any lateness beyond the curfew hour (by the clock in the lobby) will be recorded and will result in disciplinary action when more than 15 late minutes have been accumulated during one semester.

The dormitory president shall review and excuse any late minutes, referring to guidelines set up by the Dormitory Council. If the excuse is not stated in the guidelines, that person may present her excuse to the Dormitory Council for consideration.

All overnight departures from campus must be signed for and approved by the Head Resident twenty-four hours before departure, except when the student is going to her own home. Then she may leave the sign-out slip in the place designated by the Head Resident.

False information or failure to sign out for overnight departure will result in disciplinary action by the Honor Council.

Quiet Hours and Study Hall

On Monday through Friday all first-semester Freshmen and students on academic Probation must be in their dormitory by 7:30 p.m. for study hall. They may leave the dormitory from 9:30 to 12:00 p.m.

Dating for Women Students

First-Semester Freshmen Hours

Friday and Saturday nights until 1:00 a.m.
Sunday night until 12:00 p.m.

Second-Semester Freshmen Hours

Sunday through Thursday nights until 12:00 p.m.
Friday and Saturday nights until 1:00 a.m.

In addition, second-semester freshmen may take three late permissions each semester on week nights until one o'clock, provided they indicate their intention to do so on a special sign-out card.

Second-semester freshmen on Academic Probation must observe study hall Monday through Friday nights from 7:30 to 9:30 p.m

In addition, sophomores may take five late permissions each semester until one o'clock, provided they indicate their intention to do so on a special sign-out card.

Visiting Hours

The lobby of all dormitories will be open during the following hours:

Sunday through Thursday	11:00 a.m.- 12:00 p.m.
Friday and Saturday	11:00 a.m.- 1:00 p.m.

Dormitory rooms are open to members of the opposite sex only when "open house" is in effect.

Dating Conduct

1. Dates are to call for women students in the lobby of the dormitory.

2. Women students must sign the name of their escort on their sign-out card whenever they leave the dormitory.

3. Students are expected to use discretion and good taste in their dating conduct in the public areas of the residence hall as well as on the campus.

Housekeeping

Dormitory rooms should be cleaned thoroughly once a week, and kept neat and tidy at all times. Room inspections will be held periodically by the Dorm Resident and Counselors.

Rooms must be left clean at the beginning of vacations and at the end of the year when students check out. Failure to do so will mean a charge deducted from the damage fee.

Nails, thumbtacks, screws, hooks, pins, hangers, etc. may not be driven into the walls or woodwork. Scotch tape or other adhesives should not be applied to walls or woodwork. Masking tape may be used.

No pets of any kind are permitted in any part of the residence hall.

Sunbathing

Sunbathing is permitted only in areas designated by the Dean of Students' office.

Respecting Rights of Others

Students are to observe the property rights of others. Violation is an Honor Council offense.

"Do Not Disturb" signs are to be respected and failure to do so will result in assignment of warnings.

OVERNIGHT GUESTS POLICY

All guests who stay overnight on campus must register with the resident advisor in the dormitory where they plan to stay. Each guest will fill out a registration card. The nightly

rate for a guest staying in a room is 50¢. You are responsible for your guest as long as he or she is staying with you.

Having overnight guests during the week is discouraged. However, if you do wish to have a guest during the week, permission must be obtained from your resident advisor.

If your guest has a car, it should be registered with the Dorm Resident in cases where they stay more than 24 hours.

SINGLE ROOMS

Single rooms will cost 1-1/2 times the normal charge for a room. A single room is available only on the basis that such rooms exist after all students have been housed. Should a double room lose one of its occupants during a semester, the student remaining will not be charged the additional cost. He will, however, be reassigned a room at the beginning of the next semester unless he desires to pay the additional cost for a single room.

General Information

ASHEVILLE COMMUNITY CONCERTS AND THEATRE

Students may purchase season tickets at the beginning of the school year for one or both of these series. The Concert series brings five well-known artists or groups to Asheville during the year--orchestras, pianists, dance groups, etc. The Theatre presents the same number of plays, using local talent; it is considered an excellent amateur theatrical group.

BULLETIN BOARDS

Announcements are made by means of notices on bulletin boards. Faculty members also use such notices to get in touch with students and students are responsible for reading notices. Students should form the habit of checking the main bulletin board in Gaither Hall twice daily and the boards in dormitories regularly.

LAUNDRY

A self-service launderette is located in the shopping center and is open every day except Sunday, from 8 a.m. until 8 p.m.

L. NELSON BELL LIBRARY

The library houses a collection of 32,000 books as well as collections of recordings, filmstrips, college catalogs, and some 250 current periodicals. Library hours will be announced each semester.

INFIRMARY

Students should report to the infirmary when ill or injured. There is a college nurse on duty or on call at all times. Absence from class for sickness or injury is excused ONLY WHEN CERTIFIED BY THE COLLEGE NURSE. An excused absence will not be given when the student does not notify the infirmary until after the class has been dismissed.

House counselors may notify the infirmary that a student is ill in the dormitory. The college nurse may decide if it is necessary for the student to come to the infirmary.

All appointments with physicians should be made through the infirmary. The college physician will treat most

illnesses and injuries of students. He will refer students to specialists in Asheville when necessary. There is a charge for an office visit.

Any emergency should be handled by the college nurse. She will make arrangements for the student to be taken to the emergency room of Memorial Mission Hospital in Asheville. She will also send the necessary insurance forms with the student to the hospital.

There are no regular visiting hours for students in the infirmary. Roommates may bring mail and other items to the student with permission of the nurse.

Clinic hours are set and posted at the beginning of the school year. Students are requested to come to the infirmary during these hours unless the condition develops at other times. Please do not call the infirmary if it is necessary to come after 7:30 p.m. The infirmary is closed after that hour. The Nurse is on call after 7:30 p.m. and Sundays.

MONTREAT STORE

The general store, known as "Mr. Hinkle's," is open at 8 a.m. until 5:30 p.m. each day. Supplies of all kinds may be purchased here. It is located in the commercial center with the post office and launderette.

MOORE CENTER
(College Union)
(Known to students as "The S.U.")

This center and its adjoining facilities is the social, recreational, cultural and service center for the entire college community. As the College Union, Moore Center is the nerve complex for a wide variety of programs designed to bring the many diverse elements of college life into a properly integrated perspective. The Union brings together concerned persons involving them in programs of meaningful and purposeful activity. It is likewise a training ground for learning to work with others toward a common goal, which is fundamental in developing effective community leaders. In short, it is a living organism created for the purpose of bringing into being and sustaining a dynamic community of learners and for the development of integrated persons.

Moreover, the union is an invaluable tool for shaping a feeling of community solidarity and the individuals' sense of social responsibility. It is a natural Laboratory for

living and learning where all who will may have a part in developing a mentally, physically and spiritually liberating community.

Moore Center will be open each afternoon and evening for snacks, bridge, or just good conversation. There is also a jukebox.

BOOK STORE

Textbooks, paperbacks of general interest, greeting cards, supplies, gym outfits, Montreat-Anderson shirts, etc., can be purchased in the centrally located Book Store for which the hours are posted.

POST OFFICE

The Montreat Post Office is located in the shopping center near the grocery store and laundry. This building houses all the mailing for Montreat, since it is a United States facility. Students rent post office boxes here, purchase postage and money orders. Since mail does not go to a dormitory or building in Montreat, it is absolutely necessary to rent a box and have all mail addressed to that box number, Montreat, North Carolina, Zip Code 28757. So that students may have a permanent mailing address, they are asked to rent a box prior to registration for college.

Post Office Hours are posted on the door.

SCHOOL CARS

School cars may be used, if available, for the following purposes only:

1. Medical

   Take food to infirmary
   Take students to infirmary when deemed necessary by college nurse.
   Take students to school physician and/or hospital. (The initial trip for each accident or illness will be provided at no charge to the student.)

2. Official school functions away from campus as designated, in writing in advance, by the instructor or sponsor. This notice must be sent to the Business Office. (Fees for these trips are Group Rate.)

3. Individual student transportation to and from airport, train, and bus stations.

   (These will be made if school transportation is available; otherwise, students must procure their own way to and from these destinations.)

   (Requests must be made at least twenty-four hours in advance.)

   Keys to all College cars are to be kept in the Business Office and only authorized drivers will be permitted to drive them.

   Fees must be paid in advance for use of cars. Personal use of College cars is prohibited.

CHECK CASHING SERVICE

Check cashing privileges are available to all students and employees of Montreat-Anderson College. Students are encouraged not to keep extra money in their rooms but rather to open checking accounts locally or from home with established banks. Following are the conditions and limitations for individuals cashing checks at Montreat-Anderson College.

1. The maximum amount permitted for a personal check is $20.00. Checks for a higher amount may be accepted for merchandise, provided the amount does not exceed $5.00 over the cost of such merchandise.

2. The individual's address and telephone number must appear on all checks.

3. The M.A.C. Identification Card will serve as identification for check-cashing purposes.

Procedure

Returned checks will be redeposited. In the event a check is returned for the second time, a penalty of $5.00 will be imposed and a letter written requesting settlement within three days.

If the account is not settled within three days, a hold will be placed on student records until both the check and the penalty have been paid.

Individuals who have two or more returned checks will be identified and all campus check facilities will be instructed not to cash checks for these individuals without special permission from the Treasurer-Business Manager.

MONTREAT-ANDERSON COLLEGE

MONTREAT, NORTH CAROLINA 28757